

**Office of Policy and Management  
JOB OPPORTUNITY  
Lead Planning Analyst (May under fill as a Planning Analyst)  
Policy Development and Planning Division**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list (see eligibility requirement below).

**Location:** 450 Capitol Avenue, Hartford, CT 06106

**Job Posting No.** 108418 (Please include this number in your cover letter and on your application)

**Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m. (40 hours per week)

**Salary:** AR27, \$77,820 - \$99,857 annual (Lead Planning Analyst)  
AR22, \$61,373-79,424 (Planning Analyst)  
(New hires into state service start at the minimum of the salary range)

**Closing Date:** Must be received in this office by 3:00 p.m., Thursday, January 8, 2015

The Office of Policy and Management (OPM) seeks to fill Lead Planning Analyst vacancy, with the possibility of under filling at the level of Planning Analyst, in the Policy Development and Planning Division.

**Position Description:** Examples of duties of this position as Lead Planning Analyst in the Policy Development and Planning Division of the Office of Policy and Management include but are not limited to; plan and develop health and human services interagency policies, programs and strategic initiatives; research and evaluate implications of proposed health and human services programs and policies; analyze emerging health and human services issues; establish and maintain planning procedures, including providing staff training and assistance on all planning aspects; develop and review legislative, regulatory and/or administrative proposals; provide staff support, including research, analysis and report writing, for a variety of Councils and Committees that OPM is responsible for chairing and staffing; and provide other planning and analytical duties as necessary.

**Preferred Experience:** Experience working with health and human services programs, including program planning, research and analysis, preferably with government programs. Experience with research and writing of reports for health and human services programs and policies. Experience with the executive and legislative branches of government, preferably regarding health and human services programs and policies.

**Eligibility Requirement:** Candidates must have applied for and passed the Lead Planning Analyst or Planning Analyst exam and be on the current certification list promulgated by the Department of Administrative Services for these classifications. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:**

Interested and qualified candidates who meet the above requirements should submit (1) cover letter that describes your interest and suitability for the position; (2) resume; (3) Application for Employment (form CT-HR-12) available at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf); and (4) your last three (current and consecutive) performance evaluations. If you are not a state employee and do not receive annual performance evaluations you may submit three

letters of reference in lieu of the evaluations. **Do not include your social security number on the Application for Employment form.** Your application will not be considered complete without these four (4) documents. Submit your application to:

**Office of Policy and Management – Human Resources**

**450 Capitol Avenue**

**MS# 55ADM**

**Hartford, CT 06106**

**Attn: Carolyn Kozak**

**FAX: (860) 706-5790 (preferred method)**

**Tel: 860-418-6324**

**NOTE: Applications submitted by e-mail will not be considered.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.